Enrollment Steps

Interested in getting ahead by earning college credit while still in high school? Look no further than OCCC's concurrent enrollment program.

Concurrent enrollment is open to incoming high school juniors and seniors. Students can enroll in courses at OCCC, which allows them to earn high school and college credit at the same time, saving both time and money.

Concurrent students can take classes on OCCC's Main Campus, online and even in some local high schools. OCCC will waive up to 18 credit hours of tuition every year to eligible juniors and seniors; however, concurrent students are responsible for fees and textbooks for all courses in which they enroll at OCCC.

Why choose Concurrent at Oklahoma City Community College?

Your success in college is important to us. That's why we focus our resources on providing you with the best educational experience possible. Oklahoma City Community College is affordable, accessible and a great place to get a college education.

1. Earn both college and high school credit at OCCC! OCCC is centrally located to many high schools, and we also offer most of our classes online, which are accessible statewide.

2. Begin your college career early. The concurrent courses you take may be applied towards a degree and/or may transfer to other institutions. OCCC offers a variety of programs and state-of-the-art technology that prepares students for a career or transfer to a 4-year institution.

3. Save money. Concurrent students are eligible for up to 18 hours of tuition waiver per year during their Junior and Senior years in high shool. The fees that students pay are substantially lower than at 4-year institutions.

4. Small class sizes. OCCC class sizes are much smaller than at 4-year institutions, which means you will receive individualized attention providing a smoother transition and adjustment to academic life in higher education.

Concurrent Enrollment Steps

1. **Complete the [Application for Admission](#)**

   The Application for Admission is required for all new students. New students are required to come to campus for intial enrollment.
2. **Request an official transcript from your high school**

   You can bring your transcript (and additional documents) to the Office of Recruitment & Admissions or have your high school send it to OCCC.
3. **Submit official ACT scores or take College Placement Tests**

   Students from accredited high schools: in order to be eligible to enroll in concurrent classes, you must either have a 3.0, ACT Composite or Pre-ACT of 19; or SAT or PSAT of 990. The ACT/Pre-ACT Composite of 19; or SAT/PSAT of 990; or the 3.0 will get you admitted, but you must also meet the sub-scores for the courses you are planning to take at the college. Sub-scores can be met through official ACT scores, PLAN scores, Pre-SAT, SAT or taking college placement tests.

   Homeschooled students and students from unaccredited high schools must provide an ACT Composite of 19 or SAT 990 score for admission.
4. **Speak to your high school counselor to see if you qualify**

   The OSRHE have strict eligibility requirements for students who wish to enroll in college courses while still in high school. If you meet the **[minimum requirements](#)** , you should speak with your high school counselor to discuss your options for enrolling concurrently.
5. **Get approval from your high school and parents**

   If you have met the OSRHE requirements, and your high school approves you to enroll concurrently, you will need to submit OCCC's [Concurrent Approval Form](#). This form must be completed by the high school (including signatures from the principal or counselor, and signed by you and your parent. Please note: the Concurrent Approval form is required every semester while you are taking concurrent courses, even for the summer semester. New students will be able to upload their Concurrent Approval forms here: [Concurrent Approval Form Upload](#) Please note: you must be admitted and must enter your OCCC ID and OCCC e-mail address to upload.

6. **Register from Home**

   Students who have submitted their Concurrent Approval form to the department of Recruitment and Admissions will have the option to register from home. Please upload your completed Concurrent Approval Form here: Concurrent Approval Form Upload Both pages of the form must be completed and scanned. Before submitting your form, ensure that the following areas are completed: name, current high school, semester, Junior or Senior status, number of classes taken at the high school, counselor signature, student and parent intials/signatures.

   Using the student planning software located in the student's OCCC Portal (located under the Self-Service for students tab).

   Your OCCC Portal username is: **firstname.middleinitial.lastname**, your password is the last six digits of your social security number

   If you need assistance with learning to navigate your Student Planning Account please try reading this Enrollment Steps PDF.